



STATE OF CONNECTICUT



Office of Early Childhood

EMPLOYMENT OPPORTUNITY

OFFICE OF EARLY CHILDHOOD FISCAL ADMINISTRATIVE MANAGER 1

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS ON THE LAST PAGE

Open To: See Eligibility Requirement

Location: 165 Capitol Avenue, Hartford, CT 06106

Hours: 8:00 a.m. – 5:00 a.m.

Position # 47410

Salary Range: \$87,652 - \$119,518

Closing Date: - March 13, 2014

Eligibility Requirement:

Candidates must have applied for and passed the Fiscal Administrative Manager 1 exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status are eligible for consideration. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Example of Duties:

Directs staff and operations of fiscal/administrative office; coordinates, plans and manages activities; formulates program goals and objectives; develops or assists in development of related policy; interprets and administers pertinent laws; evaluates staff; maintains contacts with individuals both within and outside of unit who might impact on program activities; coordinates fiscal management functions including budget preparation and management, accounting and financial reporting and analysis; assists in planning and implementation of financial aspects of EDP systems; utilizes EDP systems for financial records, reports and analyses; prepares programmatic fiscal/administrative analysis and impact statements on proposed regulations and legislation; directs and coordinates a variety of administrative functions such as grant administration, personnel, payroll, purchasing and contract administration; in addition to managing fiscal/administrative functions may manage support services such as maintenance, duplicating services, switchboard, mailroom, food services, security and housekeeping; in a facility or institution, in addition to the above, may insure conformance with related standards of TJC, OSHA, Environmental Protection and other regulatory agencies; performs related duties as required.

Qualification:

Knowledge, Skill and Ability:

Considerable knowledge of principles and practices of public administration with special reference to governmental budget management and governmental accounting; knowledge of and ability to apply

management principles and techniques; knowledge of principles and procedures of personnel, payroll, purchasing, grant administration and contract administration; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to understand and apply relevant state and federal laws, statutes and regulations; considerable ability in preparation and analysis of financial and statistical reports; ability to analyze budgetary and related problems; ability to utilize EDP systems for financial management.

Minimum Experience and Training Required

General Experience:

Nine (9) years of experience in a combination of fiscal/administrative functions (e.g. accounting, accounts examining, budget management, grants administrative, personnel, payroll, purchasing) at least one (1) of which must be an accounting function.

Special Experience:

One (1) year of the General Experience must have been supervising professional level staff. For state employees this is the level of Fiscal/Administrative Supervisor.

Substitution Allowed:

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.

A Master's degree in public administration, business administration or accounting may be substituted for one (1) additional year of the General Experience.

Note:

The filling of this position will be in accordance with reemployment/SEBAC, transfer, promotion and merit employment rules.

Preferred Experience:

Experience with federal grant accounting and monitoring and the drawdown of federal funds. Experience with supervision of IT staff. Experience working with the Office of Policy and Management's Procurement Standards for Personal Service Agreements and Purchase of Service Contracts. Experience with POS (purchase of human services) contracts.

APPLICATION INSTRUCTIONS:

In addition to meeting the above requirements, candidates must submit the following information by close of business on the closing date in order to be considered for this position.

1. Cover letter
2. Application for Employment (CT-HR-12), available online at <http://www.sde.ct.gov>
3. Three (3) current professional references
4. Candidates currently employed in state service, please submit your two most recent service ratings with your application materials to:

**State Department of Education
Bureau of Human Resources
165 Capitol Avenue, Room G-16
Hartford, CT 06106
ATTN: Chris Beloff
TEL: (860) 713-6697
FAX: (860) 713-7011**

Please note: Applications will be accepted via fax, mail or hand delivered only.

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut State Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Connecticut State Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction and provides equal access to school facilities and school premises to Boy Scouts and other designated youth groups.** Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/American with Disabilities Act Coordinator, Connecticut State Department of Education, 25 Industrial Park Road, Middletown, CT 06457, 860-807-2101, Levy.Gillespie@ct.gov.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER